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From: DiNatale, Margaret (DPH)
Sent: Thursday, December 04, 2008 5:05 PM
To: Salemi, Charles (DPH); Piro, Peter (DPH); Khan, Annie (DPH); Gauthier, Cheryl (DPH); Swanson, Tanya (DPH); Stiles, Tracy (DPH); Goldbaum, Robert (DPH); Belanger, Peter (DPH); Peppe, Joseph (DPH); Boyd, Rozelta (DPH); Osborne, Matthew (DPH); Wang, Xingtai (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Elvin, Paul (DPH)
Cc: Caloggero, Dina (DPH); Nassif, Julianne (DPH); Han, Linda (DPH); Smole, Sandra (DPH); Szymczak, Elizabeth (DPH); DiNatale, Margaret (DPH)
Subject: PM on microscopes
Importance: High

Hi everyone,
It's that time of year again – PM on the microscopes in December. Please read below. Call me if you have any questions.
Thanks,
Peggy DiNatale

Dates: Wed., Dec. 9 and Thurs., Dec. 10
Starting time on both days: 8 am

What I need from each of you:

1. I will bring around an inventory list on Friday, Dec. 6. I will drop it off to the person listed as the contact for a specific laboratory area.
2. Please review the list and ensure that it is accurate. Write any corrections on the inventory sheet and date and initial the entries.
3. Please return the inventory list (even if it is accurate) to me in room 201 by Tuesday, Dec. 8.
4. Please review the schedule below and let me know if the time assigned for your lab is NOT good.
5. Secured lab contacts for room 404 and 712, please make arrangements to obtain badges for Bob Shawdee on Wed., Dec. 9 at 8 am.

Schedule:

Tues., Dec. 9

8 am	badges for rooms 404 and 712
9 am	PM on scopes in room 404
10:30 am	PM on scopes in room 712
1:30 pm	PM on scopes in room 757
2:30 pm	PM on scopes in rooms 710; 711; 714

Wed., Dec. 10

8 am	PM on scopes in Drug lab
1 pm	PM on scopes in room 761
2 pm	PM on scopes in rooms 406; 415; 458; 460; 705